

Check "X" into square which Security you want to pick up your pass from!!

YOKOSUKA ☐ IKEGO ☐ NEGISHI ☐

					Date:	
From:	Sponsor's Name (Last)		(First)	(MI)	Rate	SSN
	Requesting Command					
To:	Commander Fleet Activities, Yokosuka (Attn: Code 1240)					
Via:	(1)					(Sponsor's Command)
	(2) Commander, U.S. Naval Forces, Japan (Attn: Housing Officer)					
Subj: REQUEST FOR HOUSE GUEST PASS/SPECIAL PASS						
1. Request following pass be issued to the personnel indicated below (use a separate form for each guest):						
<input type="checkbox"/> House Guest Pass Request (See Note 1) (Bonafide guest in a tourist status - Visa Category: Temporary Visit)					Pass Period (See Notes 1 - 3) From: To:	
<input type="checkbox"/> House Guest Pass Extension (See Notes 1-3) (Over 30-day limit - For only who already holds House Guest Pass)						
<input type="checkbox"/> Special Pass Request (See Note 3) (Immediate family members from local or personnel related a specific command)						
Dates and Time of Visit :						
Reason for Request: (See note 3)						
Note 1: House guest ID cards will be issued for the duration of intended visit, but not to exceed 30 days per calendar year. Note 2: Visitation of guests in excess of 30 days will be considered on a case by case basis. Note 3: Reason for requesting the pass is required for House Guest Pass Extension and Special Pass Request . Describe reason(s) above.						
2. The following information is furnished: (Fill out appropriate section for your request - Please print)						
Sponsor (Not required if requesting by command)						
Home Address:						
Telephone Number (Work)		Telephone Number (Home)			PRD	
Guest's Information						
Last Name		First Name		M.I.	Nationality:	
Passport No. (Required for Non Japanese National)		Date of Birth		Height	Weight	
Color of Eyes		Color of Hair		Relationship		
Guest's Home Address:						
a. I understand I am responsible for the actions of the above listed person while on the base and for the return of the pass upon its expiration. In the event of my transfer prior to the expiration of the pass or upon request from proper authority, I will collect and return it to the Industrial Security Office. Failure to do so will result in the denial of any future request.						
b. I certify that I am not requesting this pass for the purpose of dependency approval.						
Sponsor's Signature						

FIRST ENDORSEMENT

Date:

From:

(Sponsor's Command)

To: Commander Fleet Activities, Yokosuka (Attn: Code 1240)

Via: Commander, U.S. Naval Forces, Japan (Attn: Housing Officer)

1. Forwarded for your appropriate action.

Commanding Officer's Signature/Department Head's
Signature for FLEACT Yokosuka Personnel**SECOND ENDORSEMENT** (Not required if occupying non-government quarters)

Date:

From: Commander, U.S. Naval Forces, Japan

To: Commander Fleet Activities, Yokosuka (Attn: Code 1240)

1. Forwarded recommending ☐ approval / ☐ disapproval.

Housing Officer's Signature

THIRD ENDORSEMENT

Date:

From: Commander Fleet Activities, Yokosuka (Attn: Code 1240)

To: (Sponsor)

1. Returned ☐ approved / ☐ disapproved until _____.

Industrial Security Officer's Signature

PRIVACY ACT STATEMENT**5 U.S.C. & 552a**

Collection of this is authorized by the Privacy Act, U.S.C. Section 552(a). The information will be used to process your Guest Pass request. The information on this form may be disclosed to the third parties in accordance with the provision of 5 U.S.C. Section 552(b). Completion of this form is voluntary; however, failure to provide the information requested may preclude the processing of your Guest Pass request.